

From: "Cords, Jill" <jcords@msu.edu>
Subject: FW: Whitecaps Internships
Date: January 12, 2010 4:10:05 PM GMT-05:00
To: <duckmarc@msu.edu>

Marcus - here is a grounds position. I shared with the turf advisers. Would this be a fit for the GRCC program? If so, please share.

Jill Cords
Field Career Consultant, Michigan State University
College of Agriculture & Natural Resources
Career Services Network
121 Agriculture Hall
East Lansing, MI 48824
517-355-0234
jcords@msu.edu
Careernetwork.msu.edu
MySpartanCareer.com

From: Ellen Chamberlin [<mailto:EChamberlin@WhiteCapsBaseball.com>]
Sent: Tuesday, January 12, 2010 3:19 PM
To: Human Resources
Subject: Whitecaps Internships

You are receiving this because you have been in our database as a college/university contacts for internships. Below I have listed the programs that The West Michigan Whitecaps still need to fill for our 2010 season. If you know of anyone who might be qualified based on the outlined requirements and who can begin full-time by the listed start date, please have them forward their resume to me. We appreciate your support!

Ellen

2010 WHITECAPS INTERNSHIP PROGRAM

The West Michigan Whitecaps offer an excellent internship program where college students or recent college graduates can gain valuable experience in the sports industry. All of the internship programs are a full-time commitment and begin no later than April 1 (refer to the specific internship information below for the start date of each program). Applicants who cannot begin the program full-time by April 1 will be considered only if other applicants are not available.

The purpose of the Whitecaps internship program is to provide an extensive hands-on career development program that assists young adults with the selection of appropriate careers. We provide work positions that are meaningful and compatible with their education and aspirations. We also offer guidance in the job search process, from resume writing, to utilizing our network of peers in the industry to assist qualified individuals in seeking out available positions at the completion of their internships.

Many former interns have gone on to secure positions in the industry. Whitecaps internship alumni have worked for such organizations as the Detroit Tigers, Ballpark Digest, Chicago White Sox, Cleveland Cavaliers, Daytona International Speedway, Detroit Red Wings, ESPN, Grand Rapids Griffins, Fort Wayne Tincaps, Kane County Cougars, Lansing Lugnuts, Minnesota Wild, Norfolk Tides, Palace Sports and Entertainment, University of Notre Dame, The Sprint Center, Tampa Bay Rays, Tennessee Smokies, Traverse City Beach Bums, University of Detroit Mercy, Phoenix Suns, Berlin Raceway and, of course, with the Whitecaps.

Below are the internship job descriptions:

- [MULTI-MEDIA INTERN \(1 Position for 2010\)](#)
- [TICKET OPERATIONS INTERN \(1 Position for 2010\)](#)

- [CULINARY / CATERING INTERN \(1 Position for 2010\)](#)
- [FOOD AND BEVERAGE OPERATIONS INTERNS \(2 Positions for 2010\)](#)
- [HOSPITALITY EVENT INTERN \(1 Position for 2010\)](#)
- [FACILITY MAINTENANCE INTERN \(1 Position for 2010\)](#)
- [GROUNDSKEEPING INTERNS \(3 Positions for 2010\)](#)

TICKET OPERATIONS INTERN (1 Position)

Start Date: February 15, 2010

Duties: Duties include developing ticket plan and group sales opportunities for the West Michigan Whitecaps for new sales accounts through inside and outside sales. Assist in sale, printing, accounting, and distribution of individual tickets. Process ticket orders at ticket window, as well as phone, fax, and mail orders. Work closely with Fifth Third Ballpark Ticket Operations Manager in all ticket office functions. Effectively prospect, present, and follow through with customers to ensure fan satisfaction. Develop and enhance relationships with current clients. Assist other departments with special projects as requested or needed. Position covers the box office on non-event Saturdays. Project a positive image to all at all times. Exposure to all areas of ticketing.

Other Duties: Assist other departments with player appearances, covering phones, etc.

Qualifications: Must be outgoing, tactful, courteous, friendly, and professional in an atmosphere of many demands and frequent interruptions. Team player, excellent interpersonal skills, phone skills, and organizational skills. Ability to perceive problems, suggest, and trouble-shoot solutions proactively. Excellent customer relations skills a must. Ticketing system knowledge, knowledge of baseball industry and computer skills a plus.

Stipend: \$650 per month plus commission on tickets sold.

Supervisor: Meghan Brennan, Box Office Manager

MULTI-MEDIA INTERN (1 Position)

Start Date: February 1, 2010

Duties: Works closely with the Promotions and Marketing teams to enhance the visibility of and increase public interest in the West Michigan Whitecaps through website, print and video production. Duties include graphic design, website management, video production and gameday soundboard operation.

Other Duties: Assist other departments with phone and souvenir coverage.

Qualifications: Excellent computer and writing skills, excellent interpersonal skills, a good attitude, willingness to learn and willingness to work long hours to get the job done. Proficiency with Adobe Creative Suite - specifically Photoshop, Illustrator, InDesign & Premiere preferred.

Stipend: \$650 per month

Supervisor: Brian Oropallo, Promotions and Multi-Media Manager

CULINARY/CATERING INTERN (1 Position)

Start Date: March 1, 2010

Duties: Assists Suite Level Food & Beverage Manager with the organization and operations of the Suite Level areas. Works closely with same manager and suite level staff. Also assists with catered functions located within the ballpark, such as the Pepsi Stadium Club.

Other Duties: The Whitecaps also operate the Food and Beverage (concessions) business at Berlin Raceway. Duties may include assisting with catered events on special races. Interns may also gain experience in community relations, promotions, concessions, and other special projects. **Qualifications:** Successful applicants should have a genuine interest in the business of culinary endeavors, be highly motivated and hard-working.

Stipend: \$1,000 per month.

Supervisor: Todd Guyer, Suite Level Food and Beverage Manager

FOOD AND BEVERAGE OPERATIONS INTERNS (2 Positions)

Start Date: March 1, 2010

Duties: Assist with all aspects of the food and beverage (concessions) operation of Fifth Third Ballpark and Berlin Raceway, including ordering, inventory, stocking, sales reports, monitoring sales percentages and per caps, and vendor relations; assisting with managing a work force of 150-plus gameday employees.

Other Duties: The Whitecaps also operate the Food and Beverage (concessions) business at Berlin Raceway. Duties may include assisting on special races. Interns may also gain experience in community relations, promotions, concessions, and other special projects.

Qualifications: Successful applicants should have a genuine interest in the business of venue concessions, be highly motivated and hard-working.

Stipend: \$700 per month.

Supervisor: Matt Timon, Director of Food and Beverage

HOSPITALITY EVENT INTERN (1 Position)

Start Date: March 1, 2010

Duties: Assists Director of Food & Beverage and Food & Beverage Assistant with the organization and operations of the Concession area. Works closely with the Director of Ticket Sales and the Director of Food & Beverage in overseeing hospitality events.

Other Duties: The Whitecaps also operate the Food and Beverage (concessions) business at Berlin Raceway. Interns may also gain experience in community relations, promotions, concessions, and other special projects.

Qualifications: Successful applicants should have a genuine interest in the business of venue events, be highly motivated and hard-working.

Stipend: \$700 per month.

Supervisor: Matt Timon, Director of Food and Beverage

FACILITY MAINTENANCE INTERN (1 Position)

Start Date: March 1, 2010

Duties: Works with the Facility Maintenance Manager to ensure that all baseball facilities are kept in good repair and working order, performing preventive maintenance and repairs on buildings, equipment and machinery. Works in operations as needed on gamedays. Works during Whitecaps baseball games as well as facility events such as high school and college baseball games, private parties, concerts and trade shows.

Other Duties: Interns may also gain experience in community relations, promotions and concessions.

Qualifications: Successful applicants should have a strong interest in facility management, gaining experience in the sports industry, be highly motivated and hard working.

Stipend: \$700 per month.

Supervisor: John Passarelli, Facility Maintenance Manager

GROUNDSKEEPING INTERNS (3 Positions)

Start Date: Must be available from April 1st until August, 2010; however, applicants available from March until September are preferred.

Duties: Assist in set-up for games and all on-field events, as well as facility events, mowing, edging, tarping, compaction prevention and management, pest identification and management, infield and mound repair, field renovation projects, budgeting, scheduling seasonal employees, control and monitoring of irrigation system and optional fertilizer and pesticide applications.

Qualifications: Successful applicants should have an excellent work ethic, strong sports interest, and should be enrolled in a 2-year or 4-year turf management or related program. Current pesticide certification preferred.

Stipend: Base rate of \$700 plus: \$100 per month if intern has completed 1 full year of turf education, \$100 per month if intern has pesticide applicator certification and \$100 per month if intern has prior groundskeeping experience, as determined by Head Groundskeeper.

Supervisor: Greg Salyer, Head Groundskeeper

General Internship Information: In addition to the above duties, all interns are expected to assist with various stadium duties such as receiving shipments, pulling tarp, inventory, facility events (concerts, high school and college baseball games, trade shows, private parties, etc.), and limited phone coverage. All interns should be highly motivated, interested in the sports industry, possess excellent inter-personal skills, a good attitude, willingness to learn and willingness to work long hours and weekends. Internships end September 30.

Stipend and Benefits

Housing provided (shared), including all utilities except phone. Interns also receive some perks such as free golf and free health club membership. Benefits (insurance, vacation, etc.) are not included.

Time Commitment

Interns must be available to work full-time, including evenings, weekends and holidays. On non-event days the work day generally is 8:30 a.m. to 5 p.m. Monday through Friday (plus possible evenings, weekends and holiday for player/driver/mascot appearances, facility events and other special circumstances). On event days, the work day generally begins at 8:30 a.m. and ends after the event (sometimes as late as or later than 11 p.m.).

How and When To Apply

If you are interested in an internship with the Whitecaps, please send a resume and cover letter to the attention of Human Resources, (**please include title of internship being applied for**), West Michigan Whitecaps, P.O. Box 428, Comstock Park, MI

49321, or email your information to hrdept@whitecapsbaseball.com. The best time to send resumes is in the fall, as hiring is an ongoing process that begins in October. Closing date for receiving resumes is February 28, 2010 (some internships are expected to start earlier as noted above).

Whitecaps Professional Baseball Corp. is an Equal Opportunity Employer.

Ellen Chamberlin
Human Resources Manager
Whitecaps Professional Baseball Corp.

616-726-7063

echamberlin@whitecapsbaseball.com
www.whitecapsbaseball.com

New Mug Club Mini Plans and Tigers Friday Six Pack Ticket Packages are available now. Visit www.whitecapsbaseball.com for details.

Opening day is Sunday, April 11th! Download the 2010 schedule at <http://www.whitecapsbaseball.com/SCHEDULE/2010schedule.pdf>